DEPARTMENT OF DEFENSE
WASHINGTON, HEADQUARTERS SERVICES
WASHINGTON, D.C. 20301

OFFICE OF THE SECRETARY OF DEFENSE PUBLICATION SYSTEM
CHANGE TRANSMITTAL

ADMINISTRATIVE INSTRUCTION NO. 8

CHANGE NO. 1
October 20,. 1983

The following page changes to Administrative Instruction No. 8, "Disciplinary and Adverse **Actions**," **August** 17, 1981, have been authorized:

PAGE CHANGES

Remove: Enclosure 1 and page 7 of enclosure 2

Insert: Revised enclosure 1 and new pages 7&8 of enclosure 2

Changes appearing on enclosure 1 and page 8 of enclosure 2 are indicated by marginal *asterisks.*

EFFECTIVE DATE

The above changes are effective immediately.

O. J. WILLIFORD, Director
Correspondence and Directives

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, FILE THIS TRANSMITTAL WITH THE BASIC DOCUMENT

REFERENCES

(a) Federal Personnel Manual 733, "Political Activity of Federal Employees"
(b) Federal Personnel Manual 432, "Reductions in Grade and Removal Based on Unacceptable Performance"
(c) Federal Personnel Manual 351, "Reduction in Force"
(d) Federal Personnel Manual 752, "Adverse Actions by Agencies"
* (e) Administrative Instruction No. 37, "Employee Grievances," August 12, 1981 *
(f) Title 5, United States Code
* (g) Administrative Instruction No. 52, "Standards of Conduct and Reporting'
* .of Defense Related Employment," September 12, 1977 . x
* (h) Administrative Instruction No. 69, "Security Violations," September 4, ᵡ 1979

OFFENSE	PENALTY (Unless otherwise restricted, the supervisor has the option of imposing no penalty or of using an oral admonishment.)		
	OFFENSE		
	First	Second	Third
22. Making statements against coworkers, super visors, subordinates, or government officials that are malicious or known by the employee to be inaccurate and that damage the reputation or undermine the authority of those concerned.	Reprimand to removal	14-day suspension to removal	30-day suspension to removal
23. Discourtesy. (Penalty for 4th offense within 1 year may be 14-day suspension to removal.)	Oral admonish- ment to 1-day suspension	. Reprimand to 5- day suspension	1-day to 10-day suspension
24. Misuse of official government credential.	Reprimand to removal	5-day suspension to removal	14-day suspension to removal
25. Deliberate misrepresentation, falsification, exagge[-alien, concealment or withholding of a material fact, or refusal to testify or cooperate with an authorized investigation or an official in connection with an official proceeding.	Reprimand to removal	1-day suspension to removal	5-day suspension to removal
26. Negligent performance of duties:			
a. When waste or other cost is less than $100.	Oral admonish- ment to reprimand	Reprimand to 5- day suspension	5-day to 30-day suspension
h. When waste or other cost is substantial.	1-day to 5-day suspension	5-day suspension to removal	30-day suspension to removal

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SUGGESTED DISCIPLINE FOR CERTAIN OFFENSES (continued)

OFFENSE	PENALTY (Unless otherwise restricted, the supervisor has the option of imposing no penalty or of using an oral admonishment.)		
	OFFENSE		
	First	Second	Third
*27. Failure 10 report to proper authorities, or concealment of, violations of federal statutes or DoD Standards of Conduct (See Administrative Instruction No. 52, reference (g)); fraud, waste or abuse of federal funds; or aiding or abetting others in the taking, disposing, or using of government property or facilities of auy kind fo other than official government purposes.	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
28. Violation of security regulations.	See Administrative Instruction No. 69 (reference [h)).		
29. Violation of other administrative rules or regulations not specifically mentioned here. Consider the employee's obligation Lo he aware of pertinent rules or regulations; the significance or frequency of violations; and the degree of adverse effect on production, morale, maintenance of discipline, external relationships, 01 reputation of OSD.	Reprimand to removal	Reprimand to removal	Reprimand to removal